

**BOARD OF  
SELECTMEN  
MEETING  
MINUTES**

**June 16, 2015**

Town Hall

Chairman Kenneth Picard; Selectman Robert J. Fleming; Town Manager,  
Blythe C. Robinson; Executive Assistant, Sandra Hakala

1 The meeting was called to order at 6:00pm. Chairman Picard opened the meeting and after the  
2 pledge of allegiance reviewed the agenda.

3  
4 **MINUTES**

5  
6 **Motion #1:** Motion made by Selectman Fleming to approve the June 2, 2015 Regular Session  
7 Meeting Minutes as submitted.

8  
9 Second: Chairman Picard, Majority Action of the Board.

10  
11 **INVITED GUESTS**

12  
13 **Representative Muradian and Senator Moore**

14 Representative Muradian and Senator Moore discussed the fiscal year 2015/2016 budget. At this  
15 time both the House and Senate's have passed budgets and the reconciliation process has begun.

16  
17 **Eagle Scout Presentation – Peppercorn Hill**

18 Eagle Scout candidates Brian Spiegelman appeared before the Board to discuss his project at  
19 Peppercorn Hill which is under the direction of the Land Stewardship Committee. Marcella  
20 Stasa was also in attendance. Brain explained that the purpose and benefits of trail signs at  
21 Peppercorn Hill would make hikers and families feel more comfortable using the trails and  
22 would prevent people from getting lost. He hoped to complete the project by next summer and  
23 illustrated how they would be made and installed.

24  
25 **RECOGNITION**

26  
27 The Selectmen were in attendance as Kelly McElreath received the first annual "Town Clerk of  
28 the Year Award" from the Massachusetts Town Clerk's Association. This award was bestowed  
29 on Kelly at the Association's annual conference. Kelly's hard work, achievements and  
30 performance have been recognized as exemplary in the State.

31  
32 **MANAGER'S REPORT**

33  
34 State law requires that should someone want to take down a tree that is in the right of way of a  
35 Town road and the tree is not causing a danger to the public, a public hearing before the Tree  
36 Warden and the Planning Board is required. A request from a resident of Mendon Street to  
37 remove a tree that meets this description was received therefore a public hearing will be held at  
38 the Planning Board's June 23rd meeting.

39  
40 Another step closer to a portion of the TIP project being approved and funded was taken. DPW  
41 Director Roy and Ms. Robinson attended the CMMPO meeting where the board voted to send  
42 the 2016-2019 as proposed out for public comment. That plan includes 2/3 of Upton's

43 Hopkinton Road/High Street/Hartford Avenue North project in for 2019 at a cost of \$6,749,000.  
44 The TIP will be finalized next month after the 30 day comment period is closed. They anticipate  
45 that the remaining third of the project would be included in 2020.

46  
47 National Grid alerted the Town that beginning this week they've started a project to do an aerial  
48 survey of their transmission lines. This project involves viewing the lines by helicopter, and this  
49 project will continue into August.

50  
51 Applications are being accepted through June 19th for both a Water/Wastewater Operator in  
52 Training and a part-time COA Van Driver. The postings, along with the Town application are  
53 available on the Town website.

54  
55 The Town Hall contractor performed a reset of the 2nd boiler at Town Hall. The boiler was not  
56 reliable over the first winter, and after a number of visits and adjustments this next step was  
57 determined to be necessary before we require the complete replacement of this unit.

58  
59 Through the FEMA surplus program the Town was able to obtain a 1992 Oshkosh snow plow  
60 truck that is available on the Air Force Base outside Bangor, Maine. The truck is in good  
61 condition with low mileage (37K) and hours used (5,500). If it is possible to retrofit it to replace  
62 the 5 ton truck that funding was received for at Town Meeting to replace the body, and it can be  
63 retrofitted into replacing the 5-ton, the article passed on June 4<sup>th</sup> may be amended to do this  
64 instead.

65  
66 **DISCUSSION ITEMS**

67  
68 Review Board of Selectmen's Action Plan  
69 Tabled until the next meeting.

70  
71 Motion to Appointment Mechanic/Heavy Equipment Operator  
72 The Selectmen review the recommendation to hire Mr. Jonathan Leal as the Town's next  
73 Mechanic/Heavy Equipment Operator. The Town Manager concurred with Mr. Roy's  
74 recommendation that Jonathan has the necessary skills and experience to support the fleet  
75 operations.

76  
77 **Motion #2:** Motion made by Selectman Fleming to authorize the Town Manager to appoint  
78 Jonathan Leal as the Mechanic/Heavy Equipment Operator waiving the fifteen day waiting  
79 period.

80  
81 Second: Chairman Picard, Majority Action of the Board.

82  
83 Motion to Make Annual Appointments

84 **Motion #3:** Motion made by Selectman Fleming to make the following appointments:

85  
86 CHIEF OF POLICE (3 years)  
87 Michael J. Bradley, Jr.

88

89 POLICE SERGEANT (3 years)

90 Alan J. Cyr

91 Bruce D. Rivard

92 Lisa C. Vass

93

94 FULL-TIME PATROL OFFICER (3 years)

95 Carl A. Ambrosino

96 Erik M. Mager

97 Michael F. Lupachini

98 Michael D. Benjamin

99 Nicholas J. Palmieri

100 James C. Fleming

101 Isaiah R. Poxon

102 Matthew R. Rankins

103

104 DEPARTMENT SPECIALIST (1 year)

105 Paula Deiana

106

107 PART-TIME OFFICER (1 year)

108 Robert J. Miller

109 Thomas B. Stockwell

110

111 COMMUNICATIONS:

112 COMMUNICATION OFFICER (3 years)

113 Michael J. Bradley, Jr.

114

115 FULL-TIME COMMUNICATION OFFICER (3 years)

116 Victoria Burnham

117 Carl Hartwick

118 Roberta Lamothe

119 Patrick Sheridan

120

121 PART-TIME COMMUNICATION OFFICER (1 year)

122 Paula Deiana

123 Shanna Jackman

124 Heidi Schultz

125 John Bergstrom

126 Justin Kuras

127 Mary Ellen Palmieri

128

129 Second: Chairman Picard, Majority Action of the Board.

130

131 **Motion #4:** Motion made by Selectman Fleming to appoint Karen Itinarelli to the Affordable  
132 Housing Trust for two years to replace Selectman Fleming.

133

134 Second: Chairman Picard, Majority Action of the Board.

135 Approval of G.L. c 268A § 20(b) Disclosure by Kelly McElreath  
136 Tabled until the next meeting.

137  
138 Review Artwork Installation/budget at Town Hall  
139 Chairman Picard expressed concern that most of the artwork in the building hallways was not  
140 hung using secure fasteners. The consultant provided an estimate for all artwork to be re hung in  
141 this fashion which may exceed the original authorization of \$40,000 from the beautification trust  
142 fund.

143  
144 **Motion #5:** Motion made by Selectman Fleming to hang all artwork on the first floor and ground  
145 floor hallways with secure fasteners and use additional funds from the beautification trust for the  
146 installation as outlined in the proposal provided by the contractor/installer.  
147  
148 Second: Chairman Picard, Majority Action of the Board.

149  
150 Review Heritage Park Conservation Restriction  
151 The Historical Commission will be invited to the next meeting to for their review and input.

152  
153 Motion to Approve Contracts – Guardian Energy/Green Community Program  
154 The Green Community Committee is making good progress towards implementing the projects  
155 identified in the energy reduction plan towards meeting the 20% goal. Two of the six initial  
156 projects are for amounts that exceed \$25,000 and thus require the Selectmen to authorize the  
157 Town Manager to execute. The two projects are: Memorial School Demand Controlled  
158 Ventilation, and Memorial School DDC Optimization.

159  
160 **Motion #6:** Motion made by Selectman Fleming to authorize the Town Manager to enter into  
161 contract with Guardian Energy Management Solutions for the Memorial School Demand  
162 Controlled Ventilation project.  
163  
164 Second: Chairman Picard, Majority Action of the Board.

165  
166 **Motion #7:** Motion made by Selectman Fleming to authorize the Town Manager to enter into  
167 contract with Guardian Energy Management Solutions for the Memorial School DDC  
168 Optimization project.  
169  
170 Second: Chairman Picard, Majority Action of the Board.

171  
172 Motion to Approve Year End Transfers  
173 **Motion #8:** Motion made by Selectman Fleming to approve the following FY 14-15 end of year  
174 transfers:

175  
176 TRANSFER #1           \$300   Street Lights to Technology Exp.  
177  
178 TRANSFER #2           \$500   Street Lights to Printing  
179  
180 TRANSFER #3           \$47    Fire Alarm Maintenance to Fire Department Clothing

181  
182    TRANSFER #4            \$400    Fire Alarm Maintenance to Fire Department Utilities

183  
184    TRANSFER #5            \$2,200 Veterans Benefits to Fire Department Utilities

185  
186    Second: Chairman Picard, Majority Action of the Board.

187  
188    **NEW BUSINESS**

189  
190    *Forest Stewardship Plan*

191    Marcella Stasa requested signatures from the Selectmen on the stewardship plan for the North  
192    Upton parcels so that it may be submitted to the State.

193  
194    **EXECUTIVE SESSION**

195  
196    **ADJOURN MEETING**

197  
198    **Motion #10:** At 7:32pm motion was made by Selectman Fleming to adjourn the regular meeting.

199  
200    Second: Chairman Picard, Majority Action of the Board.

201  
202    Respectfully submitted,  
203    Sandra Hakala, Executive Assistant